



OPEN AND PROMOTIONAL

FORENSIC LEAD SPECIALIST

SPOKANE COUNTY CIVIL SERVICE COMMISSION



CLOSING DATE: April 19, 2013 at 4:30 p.m.

ORAL BOARD: May 3, 2013

SALARY RANGE: \$4,023.74 (Step 1) – \$5429.42 (Step 7) & Benefits

WHO MAY APPLY: This position is open to members of all master contract locals. First consideration will be given to members of the department in 492 RFC; second consideration will be given to members 492 RFC; then members of the master contract; then to the public.

APPLICATION PACKETS: Submit the following documents to Civil Service when filing:

- Civil Service Application **OR**
- Civil Service Promotional Application
- Sealed official high school and college transcripts
- Copies of IAI Latent Print Examiner certification, AFIS Tenprint and Latent certificates
- DD-214, if applicable (copy). See RCW 41.14.010 to see how Veteran's Preference is applied.
- Current driver's license (copy)
- Birth certificate (copy of state issued)
- Social security card (copy)

Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted)

MINIMUM REQUIREMENTS: Age 21, a citizen of the United States who can read and write the English language and possess a bachelor's degree. Vision correctable to 20/20 with normal color vision and hearing correctable to normal ranges. Must possess a valid motor vehicle operator's license at date of hire and throughout employment. Five years experience as Spokane County Forensic Specialist or other agency equivalent performing forensic duties to include crime scene processing and having qualified in a court of law as an expert as it relates to the recovery and comparison of fingerprints.

Must be an IAI Certified Latent Print Examiner and have AFIS Ten print and Latent certification.

EDUCATION

Candidates shall possess a bachelor's degree. The degree shall be from an accredited institution and shall include science-related coursework; in accordance with SWGFAST Minimum Qualifications for Latent Print Examiner Trainee Standards: **prefer** forensic science coursework. This degree requirement is not intended to apply to friction ridge examiners who are already trained to competency.

TRAINING AND EXPERIENCE

Have attained fingerprint and photographic experience in all phases of the identification process and its application to police operations.

EXAMPLES OF DUTIES (Includes but is not limited to the following):

Provide training for Forensic Specialists and Forensic Technicians in the processing of latent fingerprints; crime scene processing with all types of evidence, liaison with forensic disciplines of firearms, trace and biochemistry, record production levels and compile accuracy records.

Verify friction ridge examinations made by Forensic Specialists.

Provide or supervise and document instruction to prepare photographic line-ups using Video Mugshot System and Digital Imaging System.

Provide instruction to Forensic Specialists on latent print, palm print & ten print training for automated search in AFIS; review completed cases and verify comparisons.

Provide or supervise and document training for Forensic Technicians in the digital photo lab.

Provide or supervise and document training for Sheriff's Technical Assistants in use of livescan and ink systems for taking fingerprints and filing procedures.

Provide training for Washington State Criminal Justice Basic Law Enforcement Academy, in-service law enforcement, Scope Volunteers, and outside agencies in fingerprint processing, photography and evidence/crime scene processing.

Research and development of new methods and techniques in evidence processing.

Provide training for Forensic Specialists and Forensic Technicians in chemical hazards and blood borne pathogen safety and is liaison with Risk Management.

Develop, update and archive policies and procedures as assigned by Forensic Unit Manager.

SPOKANE COUNTY CIVIL SERVICE COMMISSION
1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-4711
www.spokanecounty.org/sheriff
EQUAL OPPORTUNITY EMPLOYER

Create digital line-ups and specialty digital work.

Prepare accurate documentation and reports for law enforcement agencies.

Required to be available for evening and weekend call outs.

Perform related duties as assigned.

SELECTION FACTORS

Extensive knowledge of:

- modern principles and methods in fingerprint classification
- equipment, materials and techniques used in processing and documentation of latent fingerprints
- courtroom procedures and rules of evidence with reference to fingerprints
- analysis of latent fingerprints
- comparing, documenting and making correct conclusions using single, partial and distorted friction ridge latent prints and tenprints

Considerable knowledge of:

- equipment and materials used in fingerprint photography
- digital photography
- equipment, input and friction ridge examinations using AFIS
- equipment, techniques and operation of a Digital Imaging System including Adobe Photoshop

Skilled in:

- communicating effectively, both orally and in writing
- writing clear, accurate and concise reports
- testifying effectively as an established expert fingerprint witness in court

Ability to:

- establish and maintain accurate records

- develop, plan, design and conduct training for Forensic Unit personnel and for personnel using the section services
- verify all friction ridge examinations made by Forensic Specialists
- establish and maintain effective working relationships with law enforcement personnel, co-workers, and representatives of other agencies, attorneys and the general public
- perform all duties of Forensic Specialist

Successful completion of:

Advanced Latent Fingerprint course
Crime Scene course
Palmprint Examination course
Photography course
International Association for Identification Crime Scene Certification test
Instructor Development Course
Digital Image Course
Washington State Criminal Justice Training Commission Certification

WORKING CONDITIONS

Work at crime scenes in all kinds of weather to prevent destruction or diminished utility of potential evidence. Work on hands and knees for extended period of time. Work in small cramped places and confined areas collecting evidence. Walk over all types of terrain from climbing hills to rappelling down cliffs, from urban to rural scenes carrying equipment.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to citizens, other County employees, and County leadership. A team player that helps the organization meet its objectives. Take initiative to meet work objectives. Effectively communicate with citizens and other County employees. Get along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behavior.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 15th day of March, 2013.

Steve Twiggs, Acting Chair

Nancy J. Paladino, Chief Examiner

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